



County of San Diego

GARY W. ERBECK
DIRECTOR

DEPARTMENT OF ENVIRONMENTAL HEALTH
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(619) 338-2222 FAX (619) 237-8447
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RICHARD HAAS
ASSISTANT DIRECTOR

OFFICE USE ONLY

File # _____

Request# _____

No Records _____

REQUEST TO REVIEW PUBLIC RECORDS FOR THE SITE ASSESSMENT AND MITIGATION (SAM) PROGRAM AND HAZARDOUS MATERIALS DIVISION (HMD)

Requestor Name: _____

Phone: _____

FAX: _____

Company Name: _____

Mailing Address: _____

(You may attach a business card/overprint with business card if preferred.)

A request is made to review public records information. Public records information may be accessed from the DEH website at www.sdcountry.ca.gov/deh/. Separate forms are needed for each address. Fax your completed form to Public Records Program at (619-237-8447) or attach completed form and e-mail to [Attn: Public Records Program](mailto:PublicRecordsProgram@sdcounty.ca.gov). The following information is required so that our files may be accurately searched:

Exact Address (Street, City and Zip Code) _____ or
Assessor's Parcel Number _____

Optional information (Establishment Permit Number, business name, etc.) _____

If you indicate the purpose of your search, it will help us identify all the records you wish to review. If you know the program file you want to review, please check below:

- | | |
|--|--|
| <input type="checkbox"/> Contaminated Property Investigation(s) (SAM Cases) | <input type="checkbox"/> SAM Closure Letter/Report |
| <input type="checkbox"/> Purchasing/Selling Property | <input type="checkbox"/> Other |
| <input type="checkbox"/> Hazardous Materials Permit and Underground Storage Tank Files | |

OFFICE USE ONLY BELOW THIS LINE

Inactive File # _____	Iron Mtn # _____	# _____	# _____	# _____
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Files reviewed by: _____ of _____ Date: _____

Files copied for: _____ of _____ Date: _____

Request cancelled by: _____ Date: _____

Photocopies _____ Cost _____ Picked up/mailed on _____ By _____

DEH complies fully with the California Public Records Act and the Federal Freedom of Information Act. Every properly completed request will be processed in the order it is received. After the files you have requested are retrieved from storage, an appointment will be scheduled so that you may review DEH records. Photocopies of file items may be requested. A fee of \$.15 per page is charged to cover cost of copies.

A search for DEH records has been conducted and the following apply:

- ☐ No public records were found for the address/APN you requested.
☐ Only electronic records exist; the original records have been purged.

Signature

Title

Date